

	THE CITY OF KEY WEST Job Description	Union, Part Time Hourly Position	
		REVISION DATE	02/2015
POSITION	ACCOUNTING/BUDGET TECHNICIAN - PT	MIN. HOURLY WAGE	\$15.8531
DEPARTMENT	Finance (13-01-513)		
JOB CODE	43870	GRADE	11T

PHYSICAL LOCATION:

- 3104 Flagler Avenue, Key West FL

REPORTING RESPONSIBILITIES:

- Finance Director/Designee

GENERAL FUNCTIONS:

- Part time position to assist in preparation of the annual budget and capital improvements program. Position will also assist with general accounting duties. Work is very detail oriented and requires the ability to apply the rules of accounting, grammar, spelling and punctuation correctly. Performance of a variety of clerical and technical assignments involving extensive use of financial and budget spreadsheets, word processing documents and other financial software packages.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to perform duties of this description
- Able to work a twenty (20) hour work week, Monday thru Friday and additional hours as required.
- Able to use equipment and/or materials as specified in this job description.
- Able to demonstrate acceptable level of proficiency in Word, Excel and Outlook.
- Able to see and hear well enough to perform the duties of this job description

EQUIPMENT TO BE USED:

- Personal computer and related software, calculator, telephone, copier, scanner, fax machine, hole punch, binding machine, shredder, and computer printers.

ENVIRONMENT:

- Air conditioned office

PHYSICAL REQUIREMENT:

- Standing 4%
- Walking 4%
- Bending 1%
- Reaching 5%
- Using Stairs 4%
- Lifting 2%
- Sitting 80%

DUTIES/TASKS/JOBS:

- Prepare supply orders for all budget documents.
- Copy, assemble, punch and bind proposed budget materials.
- Input corrections of budget work papers as edited.

- Data entry of numbers into Excel spreadsheets and financial software package.
- Correct formatting of MS Word and Excel forms.
- Create templates in MS Word and Excel.
- Utilize the internet/intranet to research and retrieve information.
- Assist in the maintenance of budget files according to established procedures.
- Maintain distribution lists and distribute budget reports and materials as needed.
- Perform accounts payable, payroll, cash receipts and purchasing functions as assigned.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS/ ABILITIES/ QUALIFICATIONS:

- Ability to work independently.
- Accurate attention to detail with the ability to follow verbal and written instructions.
- Ability to be cross-trained in other accounting areas.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials from diverse backgrounds
- Ability to maintain department records, reports and files in a neat and orderly manner.
- Ability to perform detailed work involving written or numerical data and to make arithmetic calculations rapidly and accurately.
- Keyboarding proficiency and ability to demonstrate.
- Must be flexible to work additional hours as required.
- Two-year post high school degree in related area.
- Two years' responsible experience in clerical accounting and word processing, including use of office equipment such as calculators, copiers, and computer terminals.
- Additional formal education credits may substitute for experience, or equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- Skilled in the use of Word, Excel, Outlook and the internet for research purposes.
- Must possess and maintain a state of Florida Driver's license.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____ have read this job description and hereby agree with the above noted "Acknowledgements", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION
VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

**Apply at:
City Hall, Office of Human Resources
3102 Flagler Avenue
Key West, FL 33040
Telephone: (305) 809-3714
Fax: (305) 809-3719**